

RFP: EERMC-2021-02

Questions Received on 3/3/2021, 3/16/2021, and 3/21/2021

Question(s) & Responses:

1. *If the videos produced in response to RFP EERMC-2021-01 are not completed and available by the end of RFP EERMC-2021-02's project period (December 31, 2021), how will that impact this offerers' workplan and timeline? Will the marketing offerer's project period be extended to allow for that work to continue beyond 2021?*

If that were to occur, the EERMC would expect to work with the selected offeror to extend the contract as necessary. A contract extension would be contingent on previous performance.

2. *Will the videos be produced in languages other than English?*

The videos are unlikely to be produced in different languages, but the EERMC is hopeful that subtitles in other languages such as Spanish will be created. The EERMC will not know which languages will be available until after a contract has been signed with a video production firm.

3. *Will the video be closed captioned for the hearing impaired?*

Yes, subtitles are expected to be included as part of the videos. However, the EERMC will not know the exact details of the subtitle selection until a contract has been signed with a video production firm.

4. *Am I correct in assuming a digital Adobe signature is acceptable as "original"? Our Associate Vice President of Research and Administration will sign that way, and we will provide (4) copies of each document if that's acceptable.*

Yes, a digital signature will be accepted. Also, the RFP template had not been updated to indicate recent changes due to COVID. PLEASE DO NOT SUBMIT HARD COPIES. INSTEAD PLEASE SEND ONE ELECTRONIC SUBMISSION VIA EMAIL TO eermc.rfp@gmail.com BY THE SUBMISSION DEADLINE (See last question for an update on the submission deadline).

5. *Have you worked with agency partners in the past, and if so, what worked well and what were the challenges in your previous partnerships? Are previous agency partners also submitting a proposal for this RFP?*

In the past, the EERMC has worked with the University of Rhode Island Outreach Center to host and facilitate an energy lecture series and a public education event. The EERMC does not know who will submit proposals to this RFP. The EERMC appreciated the Outreach Center's ability to leverage existing communication pathways and networks. More technical expertise and connections within the energy sector would have been helpful for recruiting speakers.

6. *What are the primary needs/qualifications you are looking for in an agency partner for the RFP?*

Please see section 5.3 of the RFP.

7. *Are there certain municipalities/geographies which are a priority focus for 2021?*

There are no preferred municipalities or geographies within Rhode Island. However, ensuring equitable access to any events is a priority for the Council.

8. *For planning purposes, we have some questions around dates:*
a. *Are there milestone dates that need to be met this year?*

No, there are no specific milestone dates. However, the Council would like to spread events out over the course of the year to enable a wide variety of participant schedules.

- b. *Are there preferred dates or days of the week for the events?*

No, there are no specific preferences other than what will support robust and equitable attendance and accommodate speaker schedules.

- c. *Likewise are there any dates or blackout periods to avoid?*

No, all specific dates should be discussed and prioritized based on Council member feedback, and any expected participant needs.

9. *How were attendees recruited for past events?*

Attendees were primarily recruited via email listservs and social media provided by the event organizer and the Rhode Island Office of Energy Resources. Multiple websites also announced the events and directed potential attendees to register.

10. *Do you have historical attendance numbers, attendee statistics and/or event feedback results you can share?*

Please see this presentation for attendee statistics from events held in 2020:

<http://rieermc.ri.gov/wp-content/uploads/2020/12/education-summary-slides-12-17-20.pdf>

Please see this presentation for attendee statistics from events held in 2019:

<http://rieermc.ri.gov/wp-content/uploads/2019/12/education-summary-slides-12-12-19-final.pdf>

11. *Is there a list of past attendees with contact information that would be available to the company planning the events in 2021? How many people are on that list?*

Yes, the Council does have access to previous attendee lists. Attendee lists often contain approximately 30-50 people.

12. Is there a preference for attendee registration and CRM platforms?

There is no specific preference from the Council. Any registration and CRM platform used should be mobile-compatible, simple, streamlined, and professional. The ability to support Council branding is desirable.

13. What is the priority goal for these events? Please rank them in order of importance with 1 being the most important and 3 being the least:

- a. Attendance*
- b. Awareness and Education of Topics that will be presented/discussed during the events.*
- c. Media Coverage/General attention leading up to the event?*

Although unable to speak for the entire Council, the education group would rank these 3 options as follows [1 being the highest priority]: 1. Awareness and Education of Topics that will be presented/discussed during the events; 2. Attendance; 3. Media Coverage/General attention leading up to the event.

14. We haven't received the [answers to] questions or seen anything posted on the website. Is the deadline getting pushed back for the RFP or will the Q&A at least be shared today? (Question received 3/21/2021)

The deadline for this RFP has been extended to 5:00pm ET on Monday, March 29, 2021.